

ASSISTANT PROFESSOR FIRST APPOINTMENT

Term: ~ 4 years

Start date:

SOM track: usually 1 July

BSD track: July - October is common, but year-round

Content of recommendation: candidate's CV and statements, chair's letter, letters of reference, up to 3 scholarly works (if available), learner evaluations (if available); <https://bsdacademicaffairs.uchicago.edu/page/appointments>

Appointment recommendation due:

The earlier of: (a) 5 weeks before the start date or (b) 3 months after the CLO is signed.

Academic review committee:

None

Other review: Dean or Dean's delegates, Provost or Provost's delegates

Notification: when approved

ASSOCIATE OR FULL PROFESSOR FIRST APPOINTMENT

Start date: as needed

Term:

SOM track: 5 years

BSD track: tenured (i.e., no end date)

Content of recommendation: candidate's CV and statements, chair's letter, reference grid, solicitation letter, letters of reference, learner evaluations (if available); <https://bsdacademicaffairs.uchicago.edu/page/appointments> and

SOM track: up to 5 exemplary products (publications or other materials as appropriate for the job description)

BSD track: up to 5 exemplary works that have been published or accepted for publication, usually letter from BSCD Master

Appointment recommendation due: at least 7 weeks before start date, except by pre-arrangement

Academic review committee: COAP (Committee on Appointments and Promotions, selected from a pool of ~50 full professors). Meets every 2-4 weeks. Reserve slot: <https://bsdacademicaffairs.uchicago.edu/page/requesting-coap-dates>

Other review: Dean or Dean's delegates, Provost or Provost's delegates, even higher levels

Notification: when approved

ASSISTANT PROFESSOR RE-APPOINTMENT

SOM track

Term: 4 years; less OK if justified

Start date: usually 1 July

Content of recommendation: candidate's CV and statements, chair's letter, up to 3 scholarly works (if available), learner evaluations; <https://bsdacademicaffairs.uchicago.edu/page/9030-som-track-assistant-professor-reappointment>

Appointment recommendation due:

First reappointment: autumn of final year

Subsequent reappointments: ~3 months before start of final year

Academic review committees:

All: COROAP (Committee on Reappointment of Assistant Professors, comprising the vice chairs for academic affairs)

Clinician-scholars [with > 40% time protected for scholarship]: ACAP (Advisory Committee on Assistant Professors, a standing committee of 10 full professors)

Other review: Dean or Dean's delegates, Provost or Provost's delegates

Notification: if approved, usually mid-December
if disapproved, we aspire to 1 year in advance of the end date

BSD track

Term: 3 years unless extended by 'stop the clock'

Start date: same month as original start date

Appointment recommendation due date:

Content of recommendation: candidate's CV and statements, chair's letter, up to 5 exemplary works that have been published or accepted for publication, usually letter from BSCD Master, learner evaluations; <https://bsdacademicaffairs.uchicago.edu/page/promotion-9012-bsd-track-associate-professor>

Start month	End month	Case due in OAA for reappointment review (Year 4)	Notice date (Year 4)
Jan	Dec	March	15-Jun
Feb	Jan	March	15-Jun
Mar	Feb	March	15-Jun
Apr	Mar	June	15-Sep
May	Apr	June	15-Sep
June	May	June	15-Sep
July	June	September	15-Dec
Aug	July	September	15-Dec
Sept	Aug	September	15-Dec
Oct	Sept	December	15-Mar
Nov	Oct	December	15-Mar
Dec	Nov	December	15-Mar

Academic review committee: ACAP (Advisory Committee on Assistant Professors, a standing committee of 10 full professors)
Other review: Dean or Dean's delegates, Provost or Provost's delegates
Notification: see above chart

ASSISTANT PROFESSOR "5th-YEAR" ADVISORY REVIEW

SOM track

Clinician-educators (with < 40% time protected for research): not required

Clinician-scholars (with >40% time protected for research): same as BSD track [below], but in second half of 5th year.

<https://bsdacademicaffairs.uchicago.edu/page/acap-fifth-year-review-assistant-professors-som-track>

BSD track

Timing: first half of fifth year (requires scheduling when candidates can meet with committee, so exact date is unpredictable).

Content of recommendation: candidate's CV and research statements, brief memorandum from department
<https://bsdacademicaffairs.uchicago.edu/page/acap-fifth-year-review-assistant-professors-bsd-track>

Additional: candidates present and discuss "what will get me promoted" with committee

Academic review committee: ACAP (Advisory Committee on Assistant Professors, a standing committee of 10 full professors)

Other review: Dean or Dean's delegates

Outcome: advisory letter from the committee to the assistant professor, first shared via the chair and then sent to the assistant professor

PROMOTION TO ASSOCIATE PROFESSOR

SOM TRACK

Start date: as needed, but suggest at least one month after the COAP meeting.

Term: 5 years

Due date:

Content of recommendation: candidate's CV and statements, chair's letter, reference grid, solicitation letter, letters of reference, internal attestations (if any), learner evaluations (if available), and up to 5 exemplary products (publications or other materials as appropriate for the job description);

<https://bsdacademicaffairs.uchicago.edu/page/promotion-9032-som-track-associate-professor>

Appointment recommendation due: at least 7 weeks before start date, except by pre-arrangement

Academic review committee: COAP (Committee on Appointments and Promotions, selected from a pool of ~50 full professors). Meets every 2-4 weeks. Reserve slot: <https://bsdacademicaffairs.uchicago.edu/page/requesting-coap-dates>

Other review: Dean or Dean's delegates, Provost or Provost's delegates, even higher levels

Notification: when approved

BSD TRACK: PROMOTION AND TENURE

Start date: 6.5 months after the notice date:

Appointment recommendation due date:

Content of recommendation: candidate's CV and statements, chair's letter, reference grid, solicitation letter, up to 3 scholarly works (if available), letter from BSCD Master, learner evaluations;

<https://bsdacademicaffairs.uchicago.edu/page/promotion-9012-bsd-track-associate-professor>

Start month	End month	Case due in OAA for promotion review (Year 7)	Notice date (Year 7)
Jan	Dec	March	15-Jun
Feb	Jan	March	15-Jun
Mar	Feb	March	15-Jun
Apr	Mar	June	15-Sep
May	Apr	June	15-Sep
June	May	June	15-Sep
July	June	September	15-Dec
Aug	July	September	15-Dec
Sept	Aug	September	15-Dec
Oct	Sept	December	15-Mar
Nov	Oct	December	15-Mar
Dec	Nov	December	15-Mar

Academic review committee: COAP (Committee on Appointments and Promotions, selected from a pool of ~50 full professors). No need to reserve date unless early promotion is planned.

Other review: Dean or Dean's delegates, Provost or Provost's delegates, even higher levels

Notification: see above chart

BSD TRACK: PROMOTION WITHOUT TENURE: same as above except:

Start date: 6.5 months after notice date (see table above)

Term length: 3 years

Work that has not been accepted for publication may be submitted

Additional materials required: list of publications and grant awards expected in the tenure case. For expected publications specify target journal, target submission date, and 1-2 sentence expected major findings. For expected grant awards provide expected funded source, approximate date when status of application will be known, and 1-2 sentences summarizing specific aims.

PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR

Start date:

SOM track: as needed, but suggest at least one month after COAP meeting.

BSD track: the next July 1st after the COAP meeting

Term:

SOM track: 5 years

BSD track: n/a (already tenured)

Content of recommendation: candidate's CV and statements, chair's letter, reference grid, solicitation letter, letters of reference, internal attestations (if any), learner evaluations (if available), and up to 5 exemplary products (publications or other materials) since promotion to associate professor;

<https://bsdacademicaffairs.uchicago.edu/page/promotions>

Appointment recommendation due: at least 7 weeks before start date, except by pre-arrangement

Academic review committee: COAP (Committee on Appointments and Promotions, selected from a pool of ~50 full professors). Meets every 2-4 weeks. Reserve slot:

<https://bsdacademicaffairs.uchicago.edu/page/requesting-coap-dates>.

Other review: Dean or Dean's delegates, Provost or Provost's delegates, even higher levels

Notification: when approved

TENURE ONLY, OR PROMOTION FROM ASSOCIATE PROFESSOR SOM TO PROFESSOR BSD

UNTENURED BSD TRACK ASSOCIATE PROFESSORS:

Same as " BSD TRACK: PROMOTION AND TENURE " above, except that due date is 15 months in advance of the term end date.

SOM track:

No change in rank: Same as " BSD TRACK: PROMOTION AND TENURE " above

Promotion to Professor and tenure: same as 'PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR' above, except that exemplary works must have been published or accepted for publication.